



HOW TO APPLY FOR BENEFITS

The District of Columbia's Paid Family Leave program provides employees with benefits when they are out on leave from work to bond with a new child, take care of a family member, or take care of their own serious health condition.

Paid Family Leave benefits are paid when you experience a qualifying event and take leave from work due to that event. There are three kinds of events for which you may be eligible for Paid Family Leave benefits:

1. Parental Leave: You can receive parental leave benefits if one of the following happens:

- Your biological child was born in the past year
- A child was placed with you for adoption in the past year
- A child was placed with you for foster care in the past year
- You legally assumed parental responsibility for a child in the past year.

The "past year" for parental leave means one year from the calendar date on which the event occurred. For example, if a child was placed with you on August 4, 2020, you would have until August 3, 2021 to take leave and receive Paid Family Leave benefits for that leave. You can receive benefits for up to eight (8) WEEKS in a year to bond with a new child.

2. Family Leave: Paid Family Leave family leave benefits allows you to be with your family in difficult times and to provide needed care and companionship to your loved ones when they need it the most. You can only receive family leave benefits if you will be providing care or companionship to your family member with a serious health condition. You can receive benefits for up to six (6) WEEKS in a year.

3. Medical Leave: You can receive medical leave benefits if you have a serious health condition that prevents you from working, attending school, or performing regular activities of daily living. Being "prevented" from doing these things could mean either the physical inability to do them or the inability to attend them because you are seeking treatment for your serious health condition. A serious health condition can be either physical or mental in nature and can be an injury, illness, or impairment. You can receive benefits for up to two (2) WEEKS in a year.

Eligible family members to whom you may provide care or companionship and receive family leave benefits, include:

1

Your child

2

Your parent

3

Your grandparent

4

Your spouse

5

Your spouse

WHAT YOU NEED TO KNOW BEFORE YOUR APPLY

In order to submit a Paid Family Leave claim, you must:

- Have experienced a qualifying event
- Know the days on which you intend to take leave due to this event; and
- Have documentation proving the occurrence of your qualifying event, including a medical certification form by a healthcare provider for medical or family leave claim



In addition to the above information, you will need the following:

Basic Information

- Your full name and date of birth
- Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), which is needed for OPFL to verify that wages were paid to you by a covered employer
- Contact information for you, which means your mailing address, telephone number, and email address
- The name of your employer's business (unless you are a self-employed individual)
- Contact information for your employer (this should be the person at your place of employment you want OPFL to contact about your claim, such as your supervisor or human resources (HR) officer)
- Know the type of qualifying leave for which you are applying (parental leave, family leave, or medical leave)
- The dates on which you expect to be out of work due to the qualifying event and for which you are applying for Paid Family Leave benefits (the dates cannot be more than one year after the date on which you are filing for benefits)
- Information about your regular work schedule (see Chapter four (4) of the PFL Employee Handbook, "The Leave Schedule")
- If you chose to receive benefits through direct deposit, you will need your ABA routing and bank account numbers

WHAT YOU NEED TO DO BEFORE YOU APPLY

Checklist for Benefits Application

Tell Your Employer

- As long as you have reason to believe that you will need time off for a qualifying event, the law requires you to tell your employer that you will be taking time off at least ten (10) days before you

need the leave. It is best to do this in writing so that there is a record that you gave notice. When you tell your employer that you will be on leave, you must include the following things in what you tell your employer:

- The type of Paid Family Leave benefits you will be applying for You do not need to tell any details to your employer about your Paid Family Leave claim. You only need to say whether the leave will be for “parental leave,” “family leave,” or “medical leave.”
- How long you expect to be out on leave This could be any length of time from a few days to weeks or months. You should be as specific as possible.
- The expected start and end dates of the leave If you are unsure of the exact dates, you should give an estimate. If you are taking family or medical leave, your doctor should be able to provide you with an estimate.
- Your leave schedule You need to tell your employer whether you will be out for one single period of time (this is known as “continuous leave”) or whether you will be working and taking leave during the same period or even within the same week (this is known as “intermittent leave”). You need to be specific about the days you will be out on leave.

Choose an Authorized Representative

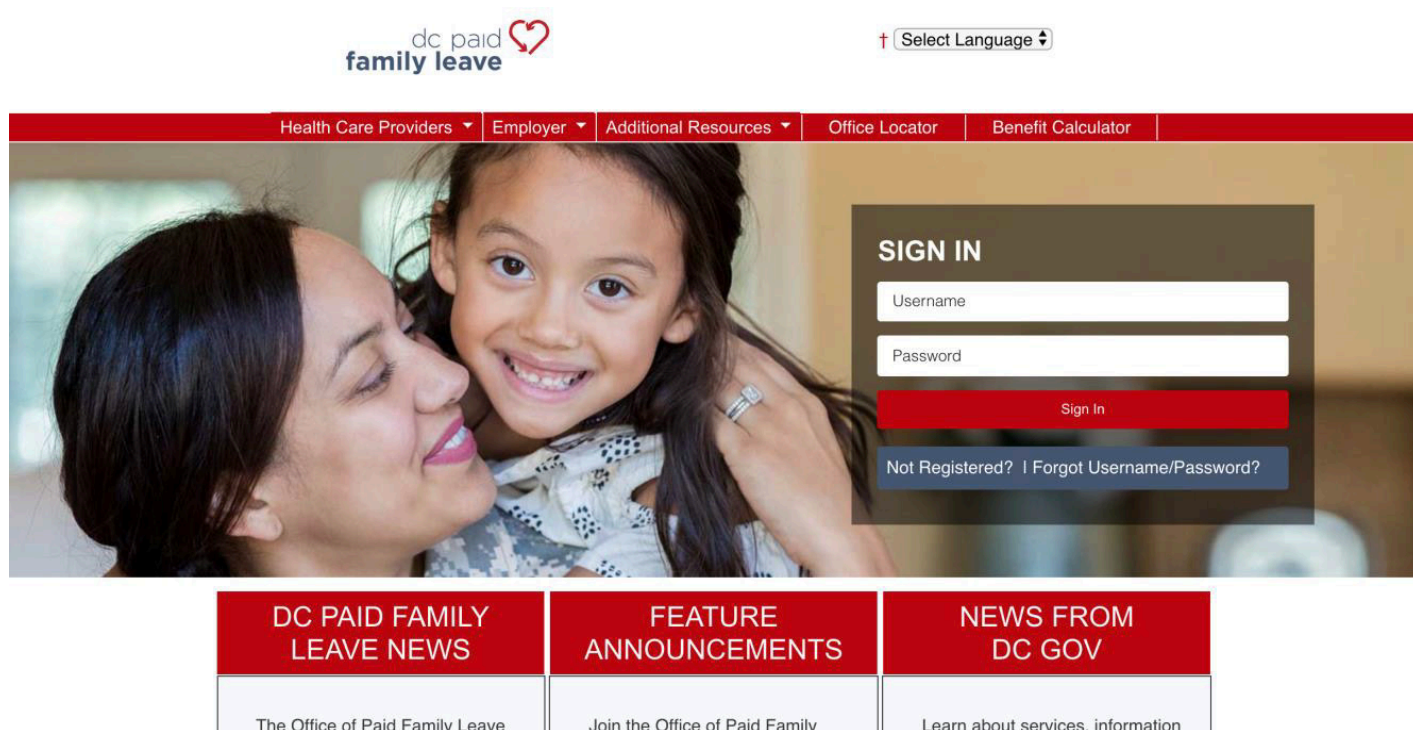
- An authorized representative is someone who is allowed to submit and manage Paid Family Leave claims on your behalf. You are not required to choose an authorized representative, but you may do so, if you want. In certain circumstances, some people will always be allowed by OPFL to submit and manage claims on your behalf because they are always considered to be authorized representatives by our office. In these cases, you do not need to give proof in advance of the qualifying event to OPFL that these individuals are authorized to act on your behalf. These individuals are:
 - Your legal guardian if you are under eighteen (18)
 - Someone holding power of attorney on your behalf
- When a doctor says that you are unable to act on your behalf. If you choose to elect an authorized representative, you must complete the Power of Attorney form (PFL-POA).

Gather Documents

- Filing for Parental Leave: You must provide proof that a qualifying event has occurred. This proof can be one of the following:
 - A birth certificate
 - A hospital admission form given to you when you gave birth
 - A document from a medical provider who provided care to the newborn child
 - A court document showing custody of a child and the date on which you took custody of the child
 - A document from an adoption or foster care agency involved in the placement of your child that confirms the placement with you and the date of the placement

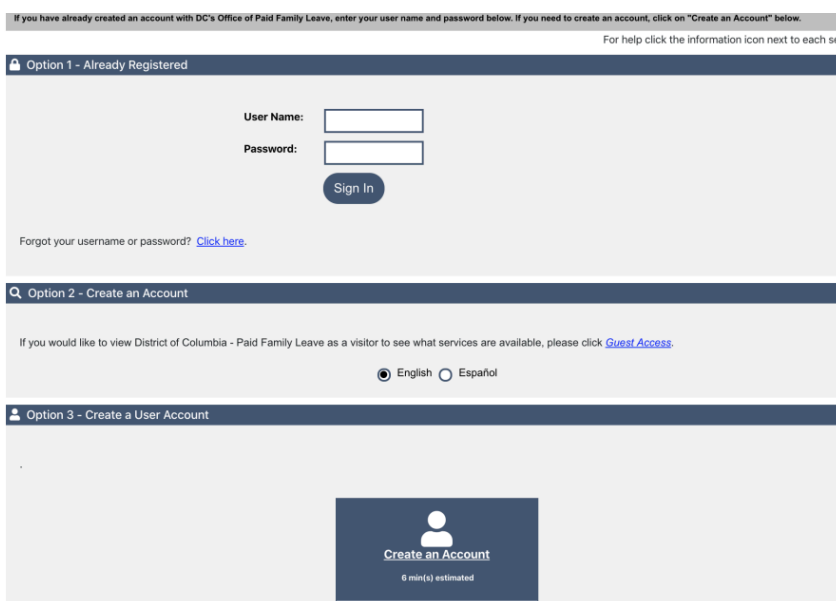
- Filing for Family Leave
 - Have your healthcare provider complete the Family Medical Certification Form (PFL-FMC)
 - Submit the Family Certification of Family Relationship Form (PFL-FR)
- Filing for Medical Leave
 - Have your healthcare provider complete the Medical Certification Form (PFL-MMC)

READY TO APPLY?



When you are ready to apply for benefits, you can do so online by visiting our benefits portal at <https://does.pflbas.dc.gov>. There, you will be able to create an account and submit a claim for benefits.

1. Select “not registered” to set up your new account.
2. Under Option two (2), select “create an account” and agree to the privacy agreement.
3. Proceed to enter the necessary information to register and file a claim.



Enter your basic information

[Home](#) [My Dashboard](#) [Register or Sign in](#)

[Quick Search](#)

Paid Family Leave Claim Filing Process



* Indicates required fields.

For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information

* **User Name:** Enter User Name (6 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _)

* **Password:** Enter Password (8 - 18 characters, and must include at least one letter and one number. Allowable characters are # @ \$ % ^ . ! * _)

* **Confirm Password:**

* **Security Question:**

* **Security Question Response:** Special characters are not allowed.

Primary Location Information

* **Country:**

* **Please enter your zip code:** [Find zip code](#)

E-mail Address

* **Primary E-mail:**

[Home](#) [My Dashboard](#) [Register or Sign in](#)

[Quick Search](#)



We need to verify whether you are in the system or not - Please enter your social security number or Independent Taxpayer Identification Number and click **Next** to continue.

Paid Family Leave Claim Filing Process



* Indicates required fields.

For help click the information icon.

* **Register with** ☒ SSN ☐ ITIN

Social Security Number

* **Social Security Number (SSN):** Do not enter dashes (for example, 999001111)

* **Re-enter Social Security Number:**

Next >>

[Services](#) [Site Map](#) [Site Search](#) [Page Preferences](#) [Feedback](#)

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#)

[Home](#) [Register or Sign in](#)

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.
19.0

Elect an Authorized Representative (optional)

Tax Disclaimer

You are responsible for any tax implications that result from receiving DC Paid Family Leave Benefits, including making required estimated tax payments. You are solely responsible for complying with federal, state and local tax laws.

Electronic Tax Form Consent

* The Form 1099G is a tax form we use to report the benefits you received in a tax year to you and to the appropriate tax authorities. You may consent to receive the 1099G tax form electronically instead of in the mail. This choice is optional. If you do not consent, we will mail the 1099G to you at the close of the tax year to the address we have on file for you in your account preferences. If you do consent to receive the 1099G electronically, your consent will apply to the benefits you receive for all claims you file with the Office of Paid Family Leave this year and in all tax years in the future. You may withdraw your consent at any time by changing your account preferences using this portal or by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700. When a 1099G has been created for you, we will send you a notice by email using the email address you have set in your account preferences that your tax form is ready to view, save, and print in the online portal. You may update this email address at any time using this portal or by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700. In order to receive the electronic 1099G, you must be able to access your account online using this online portal and have the ability to download, view, and print PDF documents. You will have access on this portal to your past electronic 1099Gs for a period of at least seven (7) years. Even if you do provide consent, you may request a paper copy of your 1099G at any time by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700.

- ☐ I consent to receive the 1099G electronically for all tax years until I withdraw my consent.
- ☐ I do not consent to receive the 1099G electronically and wish to receive the 1099G by mail.

Authorized Representative

An authorized representative is someone who is allowed to submit and manage Paid Family Leave claims on your behalf. You are not required to choose an authorized representative, but you may do so if you want. Adding an authorized representative will require staff review and approval before your claim can be activated and payments made.

Would you like to
choose an authorized
representative now?

☐ Yes ☐ No

[<< Back](#)

[Next >>](#)

[Live Chat](#)


Learn if you qualify for Claim Filing



Please enter the following information below and click the Next button when you are finished.



* Indicates required fields.

 For help click the information icon.

Claim Filing

In order to submit a Paid Family Leave claim, you must:

- Have experienced a qualifying event;
- Know the days on which you intend to take leave due to this event; and
- Have documentation proving the occurrence of your qualifying event, including a medical certification form completed by a health care provider for medical or family leave claim.

Please visit our website [here](#) to download the required forms for the submission of your claim.

To complete your account registration on this page, you must select yes or no to the question below and select Next.

* Do you wish to file a Paid Family Leave claim at this time? ☐ Yes ☐ No

If you select Yes, you will be brought to the claim filing process.

If you select No, your registration will be saved, and you can return to file a claim at a later time.

<< Back

Next >>

Return to Home

Select the Type of Leave Your Applying For

Menu

My Individual Workspace

My Dashboard

Directory of Services

My Resources

Quick Menu

My Portfolio

Services for Individuals

Paid Family Leave Services

Other Services

Home

My Dashboard

Sign Out

Services for Individuals

Quick Search

dc paid family leave

Paid Family Leave Claim Filing Process

Eligibility

Registration

PFL Claim

Work History

Certification

Complete

* Indicates required fields.

For help click the information icon.

Paid family leave types

* Which type of covered event are you submitting a claim for?

☐ Parental Leave (you can receive benefits for up to 8 weeks in a year)

☐ Family Leave (you can receive benefits for up to 6 weeks in a year)

☐ Medical Leave (you can receive benefits for up to 2 weeks in a year)

* Which type of leave schedule are you submitting a claim for?

☐ Continuous Leave (full-time leave during which you will be off work for the whole period while on leave)

☐ Intermittent Leave (part-time leave during which you can work on some days and take leave on other days)

<< Back

Next >>

ServicesPortfolioSite MapSite SearchPage PreferencesFeedback

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us


Home


Sign Out

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.
19.0

8

OFFICE OF PAID FAMILY LEAVE
dcpaidfamilyleave.dc.gov
does.opfl@dc.gov | 202.899.3700

 DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

 GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Enter your Work History

Menu

My Individual Workspace

My Dashboard

Directory of Services

My Resources

Quick Menu

My Portfolio

Services for Individuals

Paid Family Leave Services

Other Services

dc paid family leave

Please review your base period wages.

Base period employers are the employers from which you earned income for work performed in the District of Columbia between 10/1/2018 and 12/31/2019.

Paid Family Leave Claim Filing Process

Eligibility

Registration

PFL Claim

Work History

Certification

Complete

Indicates required fields.

For help click the information icon.

Your Base Period Wages on Record

Your benefit amount is based on the wages your employers paid to you for work performed in the District of Columbia in the five completed calendar quarters before your qualifying event. Those five completed calendar quarters are known as your "base period." The calculation of your benefit amount depends on the wage reports your employers send to us. If your employer does not report your wages to us or reports them incorrectly, your PFL benefits may be incorrectly calculated. In the list below, you should see all of your employers and all of the wages your employers paid to you in your base period for work performed in the District of Columbia. If all of the information looks correct, please indicate that by selecting the appropriate option below. If you believe there is an error, please select the appropriate option, and you will be given the chance to request that we investigate your missing wages on the next page.

Employer	State Source	Q1 10/1/2018- 12/31/2018	Q2 1/1/2019- 3/31/2019	Q3 4/1/2019- 6/30/2019	Q4 7/1/2019- 9/30/2019	Q5 10/1/2019 - 12/31/2019	Total Wages Used in Monetary
Total							\$0.00

The highest four quarters will be used for the benefit calculation.

Changes to Your Base Period Wages

Please select the appropriate option below to indicate whether the employers and wages above are shown correctly:

☐ These are all of the employers and wages I had for work performed in the District of Columbia between 10/1/2018 and 12/31/2019.

☐ I had other employment and/or wages for work performed in the District of Columbia between 10/1/2018 and 12/31/2019 that are not shown.

☐ I did not work at one or more of the employers listed above.

Live Chat

9

OFFICE OF PAID FAMILY LEAVE
dcpaidfamilyleave.dc.gov
does.opfl@dc.gov | 202.899.3700

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

WE ARE
WASHINGTON
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Confirmation that Your Claim Has Been Submitted

Menu

My Individual Workspace

My Dashboard

Directory of Services

My Resources

Quick Menu

My Portfolio

Services for Individuals

Paid Family Leave Services

Other Services

Home

My Dashboard

Sign Out

Services for Individuals

Quick Search

dc paid family leave

Please read the information provided below and click the *Next* button to continue.

Paid Family Leave Claim Filing Process

Eligibility

Registration

PFL Claim

Work History

Certification

Complete

Paid Family Leave Claim Confirmation

You have successfully submitted a Paid Family Leave claim. Your claim ID is . We will review your claim and respond within ten (10) business days. If you have questions about your claim, you can contact us by phone at (202) 899-3700 or by email at does.opfl@dc.gov.

Next >>

Services

Portfolio

Site Map

Site Search

Page Preferences

Feedback

Privacy Statement

Disclaimer

Terms of Use

Accessibility

Recommended Settings

EEO

Protect Yourself

About this Site

Contact Us

Home

Sign Out

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.

19.0

Users Dashboard

You Can Periodically Check Your Account and Stay Up to Date with Paid Family Leave Information

Menu Home My Dashboard Sign Out Services for Individuals Quick Search

dc paid family leave

Welcome to My Individual Workspace First Last.
[View your Personal Profile and Contact Information.](#) This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard Directory of Services My Resources

My Personal Profile

[Update Contact Information](#)
Review and update name, address, phone or e-mail.

[View your Personal Profile and Contact Information](#)

Paid Family Leave Services

[More Paid Family Leave Services](#)

My Messages

2 Unread Messages

0 Read Messages

[Enter the Message Center](#)

My Correspondence

0 Letters

0 Correspondence Templates

[Enter the Correspondence Center](#)

My Approved Leave Days

July 2020

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

WHAT HAPPENS AFTER YOU APPLY

- OPFL will contact you within 10 business days. During those 10 days, OPFL staff will review your application and notify your employer that you have filed a claim. After OPFL has decided on your claim, OPFL will notify you about your claim in the preferred method you selected in your application (by email or postal mail).
- How will I receive my benefits payments?
 - Once you are approved, you will receive benefits payments, either by direct deposit or prepaid debit card, depending on the method you selected while filing a claim.



OFFICE OF PAID FAMILY LEAVE

dcpaidfamilyleave.dc.gov

does.opfl@dc.gov | 202.899.3700



DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR